

POSITION DESCRIPTION: HISTORIAN

- Each August organizes and posts the prior year's history on the website, into the existing historical review document.
- Archives with historical society documents three years old or older after presenting inventory of documents to chair and planning subcommittee.
- Documents inventory of items given to historical society, and when submitted.
- Documents ICCW-sponsored events with camera purchased by ICCW. Designates another ICCW member to take pictures if unable to attend function.
- Maintains an annual scrapbook in loose leaf binder provided, and passes on to incoming historian at end of term. Documents must include:
 - Official roster
 - Copies of minutes for:
 - general meetings
 - planning subcommittee
 - subcommittees
 - Treasurer reports as presented monthly
 - Projects completed by each year's designated and ad hoc subcommittees, and by the committee of the whole
 - Photos
 - Electronic (disk or CD) copy of cumulative ICCW historical review
 - Any pertinent information on website
- Forwards scrapbook to next elected historian on or before September 1 of each year.
- Attends monthly planning subcommittee meetings and monthly meetings of the committee of the whole.